

CHAPTER 9

NUMBERING SYSTEM AND RECORDS MANAGEMENT

A. NUMBERING SYSTEM OF DOD ISSUANCES

1. **Subject Groups**. Numbers shall be assigned to DoD issuances by the Directives Division, according to subject groups. The numbering system consists of four digits, representing a major subject group and its subgroup, followed by a decimal point and the sequential number of the subgroup; e.g., for DoD Directive 5025.1, the Directive is in the major subject group "5000," the number "25" represents the subgroup, and the number "1" indicates that the Directive is the first document assigned to that subgroup. The major subject groups are as follows:

- 1000 Manpower and Personnel (Civilian, Military, and Reserve)
- 2000 International and Foreign Affairs
- 3000 Plans and Operations, Research and Development, Intelligence, and Computer Language
- 4000 Logistics, Natural Resources, and Environment
- 5000 Acquisition, Administrative Management, Organizational Charters, Security, Public Affairs, and Legislative Affairs
- 6000 Health
- 7000 Budget, Finance, Audits, and Information Control
- 8000 Information Management

A listing of subgroups is contained in Chapter 1 of DoD 5025.1-I (reference (i)).

2. Draft versions of newly developed DoD Directives and Instructions shall carry alphabetical designations following the decimal point; e.g., DoD Directive 8210.aa or 8210.bb. The suffix "aa" indicates that the DoD issuance is the first draft document in the 8210 subgroup; "bb" is the second draft document in the subgroup. The alphabetical designations shall be assigned by the Directives Division. Use of the "xx" suffix may continue to be used; however, it may be assigned to one or more DoD issuances in the same subgroup.

3. **DoD Publications**. A DoD Publication shall be assigned the number of its authorizing DoD Directive or Instruction, followed by a suffix identifying the type of Publication.

4. **Changes**. Changes to DoD Directives, Instructions, and Publications retain the number of the original issuance, followed by the sequential change number, such as DoD 5025.1-M, Ch 1.

5. **Classified DoD Issuances**. Numbers of classified DoD issuances shall be preceded by the abbreviated security classification of the document ("C" for Confidential, "S" for Secret, "TS" for Top Secret).

6. Reuse of Numbers. Numbers shall not be reused unless the DoD Directive, Instruction, or Publication is reissued. When a DoD Directive, Instruction, or Publication cancels its earlier version and other DoD issuances, the "new" issuance shall be considered either a reissuance and retain the number of the earlier version or a new issuance and be assigned a new number by the Directives Division, depending on the need of the OSD Component.

B. RECORDS MANAGEMENT

1. The official case file for each DoD issuance shall be retired to the National Records Center by the Directives Division. The file constitutes the historical development of the issuance and should include:

- a. A copy of the DoD issuance.
- b. The original signed coordination papers.

2. Executive Agents for DoD issuances shall be responsible for the records management of such issuances.

3. DoD 5025.1-I (reference (i)) listing current DoD issuances and the distribution scheme shall be issued annually with quarterly changes by DA&M, OSD.

4. Request for and Release of Coordination Papers. The Directives Division is not authorized to release coordination papers to requesters without the written consent of the originating OSD Component and the coordination of GC, DoD.